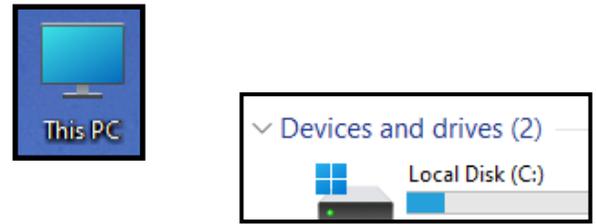
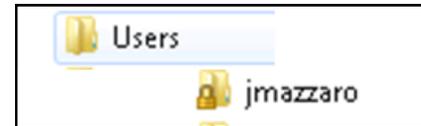


# HOW TO BACKUP FILES FROM DESKTOP COMPUTER WITH WINDOWS 10 AND 11

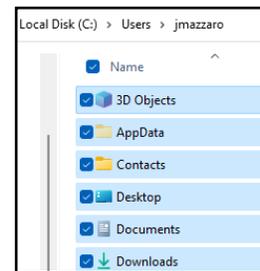
- Double click on **THIS PC** from your desktop (If it says files are hidden—click on “*Show Contents of Hidden Files*”)
- Double click on **LOCAL DISK (C:)** drive



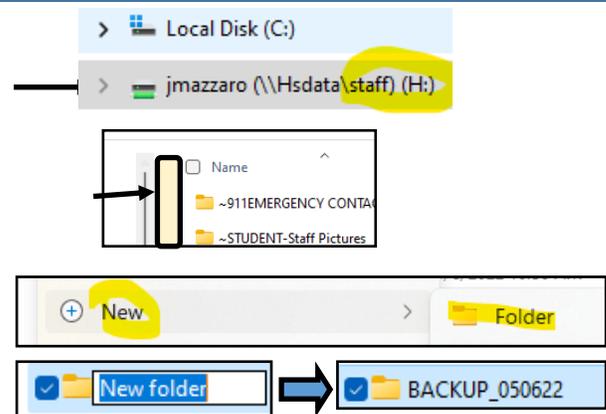
- Double click on **USERS** folder
- Double click on the folder with **YOUR NAME**



- Press **CTRL + A** - This will select all file folders in your Users folder (they will all be highlighted blue)
- Press **CTRL + C**—this will COPY the files



- Locate your **H:drive** (left menu options)
- Click your **Username with (H:) at the end** (this is your network drive)
- In any **blank space** within your H:drive, **RIGHT CLICK** and select **NEW > FOLDER** (Be sure NOT to click on any specific folder)
- Start typing the name of the folder
  - **BACKUP\_TODAYS DATE**



- Click **ENTER** after you name the folder
- Double click on the **Backup\_Date folder** to open
- PRESS **CTRL + V**—this will PASTE the files into that folder
- If asked to **replace an existing file**, check the box “**Do this for all current items**” > then click **YES**
- All folders should now be in the Backup folder you created in your H:drive

